

# Polling Place Accessibility Survey Form

County: \_\_\_\_\_ City/Town/Township: \_\_\_\_\_

Polling place Name (i.e. Tech High School; 1<sup>st</sup> Baptist Church):  
\_\_\_\_\_

Polling place address/location:  
\_\_\_\_\_

## INSTRUCTIONS

**Purpose.** This form is being used to evaluate Indiana polling places for access by voters with disabilities, as part of the state's implementation of the Help America Vote Act (HAVA). The accessibility standards used in this survey are established under the Americans with Disabilities Act Accessibility Guidelines (ADAAG), and set forth in the Dept. Of Justice Title 3 Regulations, 28 CFR Part 36.

**How to use this form.** Inspect each polling place by going from the parking area to the voting area. You have been provided a tool kit that contains everything you need to complete the survey. Each survey should take 20-30 minutes. Please try to avoid the busiest times at polling places: from 6 until 8 a.m. and from 4 until 6 p.m.

Answer every question on the form by marking "YES", "NO" or "N/A" (not applicable) as appropriate. Items on the survey with shaded boxes are recommended, but not required for ADA compliance.

Polling places may be inaccessible for more than one reason. Please respond to every item on the survey. Accessibility concerns not addressed in a question may be noted in Section 6. Examples of such concerns would be exterior doors that are difficult to open or unauthorized vehicles parked in accessible spaces, etc.

Name of person(s) completing this form: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

<b>Section 1: Parking (ADAAG 4.6)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Are there any off-street parking spaces either permanently or temporarily designated for people with disabilities?			
2. Are designated parking spaces at least 13 feet wide with at least one space that is van accessible? Parking space = 8 ft., aisle = 5 ft. Van accessible space = 8 ft., aisle = 8 ft. (See attached diagram)			
3. Is the reserved accessible parking space(s) the closest space to the accessible entrance?			
4. Are parking spaces on level ground?			
5. Is the parking area surface stable, firm and slip resistant? (Concrete, asphalt, <b>no</b> gravel)			
6. Are the parking places within a reasonable travel distance (200 feet maximum) from the building?			
7. Is there a curb cut to directly connect these parking spaces to an accessible walkway, or to the building entrance? (See attached diagram)			
8. Are these parking spaces designated by post-mounted signs bearing the symbol of accessibility? (Signs should be high enough to be seen when a vehicle is parked in the space).			
9. Is there a relatively level passenger drop-off zone at least 4 feet wide and at least 20 feet long with a curb cut connecting it to an accessible walk or the building entrance?			

<b>Section 2: Exterior Path of Travel (ADAAG 4.3, 4.4, 4.5, 4.7, 4.8)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Is the surface of the walkway stable, firm and slip resistant? ( <b>No</b> gravel)			
2. Is the walkway to the building at least 36 inches wide?			
3. Are all <b>curbs</b> along the walkway to the building cut or ramped with at least 36 inches clear width and with slopes of no more than a 1-inch rise in 12 inches? (See attached diagram)			
4. Are all <b>stairs or steps</b> along the walkway either ramped (with a slope of no more than a 1-inch rise in 20 inches) or else provided with a suitable alternative means of access (such as a lift)? (See attached diagram)			
5. If no other means of access, do stairs along the walkway have non-slip surfaces and handrails ?			
6. Is the walkway to the building entrance free of protrusions (fire hydrants, tree trunks, etc) which narrow the passage to less than 36 inches ?			
7. Is the walkway free of any abrupt edges or breaks in the surface where the difference is over ¼ inch in height (such as where it crosses a driveway, parking lot, or another walkway)?			
8. Is the walkway free of any overhanging objects (such as tree branches, signs, etc.) which hang lower than 80 inches?			

<b>Section 2: Exterior Path of Travel (continued) (ADAAG 4.3, 4.4, 4.5, 4.7, 4.8)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
9. Is the walkway free of any grating with openings of over ½ inch?			
10. Are walkways free of hazards such as ice, snow, leaves or debris?			
11. Are there signs that identify the accessible route of travel if that route is different from the primary route of travel to the building?			

<b>Section 3: Ramps and Elevators (ADAAG 4.8 &amp; 4.10)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Are steps at the entrance of the building or the voting area provided either with a ramp, an elevator or with an alternative means of unassisted passage (such as a chairlift or an alternative route of travel)?			
2. Do all ramps have a slope no greater than 1 inch in 12 inches?			
3. Are ramps provided with non-slip surfaces?			
4. Are ramps and landing areas with drop-offs provided with at least a 2-inch edge protection at the side to prevent slipping off the ramp?			
5. If ramp rises more than 6 inches or if it is longer than 72 inches, does it have a handrail?			
6. If there is a door at the top of the ramp, is there a landing that measures at least 60 inches long and at least as wide as the ramp where a wheelchair can rest while the door is opened?			
7. Elevators (if elevators are the only accessible route): Does the elevator provide wheelchair turning space (60 inch circle)?			
8. Are elevator controls clearly marked with raised lettering and Braille?			
9. Are all floor buttons no higher than 54 inches for side approach and 48 inches for front approach?			

<b>Section 3: Ramps and Elevators (continued) (ADAAG 4.8 &amp; 4.10)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
10. Is the call button for the main entry floor designated by a raised star at the left of the floor designation?			

<b>Section 4: Other Building Features (ADAAG 4.13, 4.14, 4.5)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Are all door openings at least 32 inches wide?			
2. Is there adequate space (five ft. diameter circle or T shape) for a person in a wheelchair to reverse direction at the entrance?			
3. Are all door thresholds no more than ½ inch high?			
4. Are all doors equipped with either arch or lever-type handles, pushplates or automatic openers that make them operable with a closed fist, and are all handles no higher than 48 inches? (See attached diagram)			
5. Where an automatic door is used, does the door stay open at least 3 seconds?			
6. Are glass doors marked with safety seals?			
7. Can <u>interior</u> doors be opened without too much force? (Maximum 5 lbs)			

<b>Section 5: Features Inside the Voting Area (ADAAG 4.27, 4.32,7.2)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Are instructions for voting printed in at least 14-point type and prominently displayed?			
2. Is the voting area arranged in a way that makes for easy movement by voters in wheelchairs? (Minimum 36 inch pathway)			
3. Are all necessary parts of the voting system no higher than 48 inches?			
4. If tables or counters are used for voting, is the top between 28 and 34 inches high?			
5. Do the voting booths/tables have a writing shelf clearance at least 27 inches underneath?			
6. Are the voting booth/tables at least 19 inches deep?			
7. Are magnifying devices available for those who request them?			
8. Is the area where votes are cast well lit?			
9. Is seating available for voters waiting their turn to vote?			

**Section 6: If there are other reasons for inaccessibility or if you have other specific suggestions to improve the accessibility of this polling place, please describe in the space provided below:**